# FOR MYSORE STATE

Secrt. Old No. II-27, New No. II-15-- 75,000--31-1-56.

## Revn (RDP)(1955 ) Department.

MS **SERIES.**

**G.O. No.** 1402

4026

**Dated** 20.12.55

Passed
DS
Supply

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**[Despatch Abstract.]**

Govt Order - Sanctioning creation of certain posts of Sanitary Staff - Sanctioned.

Board of Revenue (FP):

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SUBJECT.

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LOCAL DEVELOPMENT -- National Extension Service and Community Project Additional administrative staff in Collector's Offices - Government's sanction - clarification.

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Ref.No.6632-F.P,VII-C/55-12.

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Station: Madras Dated: 3--9--1955.

From

Sri M.V. Subramaniam, I.C.S., Commr. of Land Revenue and Settlement.

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Sri A. Somasundaram, B.A., Additional Secretary, Board of Revenue.

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Read: Letter from the Collector of the Nilgiris, Rc.A5.17420/54 dated 23.8.55.

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Reference:

The Collector is informed that he may appoint one additional Upper Division Clerk in his office and intimate the fact to the Government.

S. Moni 6.9.55

For Additional Secretary.

To

The Collector of the Nilgiris.

Copy to the Deputy Secretary to Government, Public (RDP) Department, Madras-9 with copy of Collector's letter

Copy of letter No. Rc.A.5. No.17420/54 dated 23.3.1955 from the Collector of the Nilgiris, Ootacamund, to the Secretary to the Board of Revenue, Food Production, Chepauk, Madras-5.

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Community Development and Local Development Works - Community Project and National Extension Service ~~xx~~ additional staff for Collector's Office, District and Sub-Treasuries - Proposals of the Board of Revenue - orders - passed.

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L.F.

12034 (H) Ref: G.O.Ms.No.2545, Public (RDP) dated 16.8.55.

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In the above G.O. sanction has been accorded for the employment of one additional Upper Division Clerk in my office for a period of three months from the date of appointment for work connected with the National Extension Service, Community Project and Local Development Works subject to the condition that in the Collector's Office for National Extension Service, Community Projects and Local Development Works ~~xxbj~~ prior to or after the issue of G.O.Ms. No.2308, Public (RDP) dated 25.11.1954 and whose retention has been sanctioned from time to time such staff will be counted towards the additional staff now sanctioned. (F)

2. The employment of one U.D.C. in my office for work connected with the National Extension Service, Community Project and Local Development Works upto 29.~~8~~.1956 was sanctioned in G.O.Ms.No.392, Public (RDP) dated 11.2.1955. This G.O. is dated subsequent to G.O.Ms.No.2308, RDP dated 25.11.1954 but the sanction conveyed is for over a year. Hence the post cannot be counted against the one now sanctioned in the G.O. dated 16.8.55 and referred to above. request to be informed whether my presumption is correct and whether I may appoint one U.D.C. for my office for 3 months. (Y) (F)

3. In this connection, I invite Board's attention to my Ref.A.5.No.17420/54 dated 20.4.1955 and reminder thereon dated 31.5.1955 in which I have asked for additional staff to cope up with the increasing working in the Collector's Office. One additional upper division clerk atleast is absolutely essential for work connected with the National Extension Service, Community Development and Local Development ~~Wxk~~ Works in the Collector's Office.

/True copy/

P. Mom 6955

For Additional Secretary.

Pub ( RDP III) Dept

(Pages 1-3 above)

x

Pub ( RDP III) ud.

10.8.55

U.O. No 12095 Pub RDP VI/55-1

10-9-55

Rt

a This section is dealing with Historical Staff & issued G.O. R. Dt 45, Pub A 16.8.55

In

Ref: D.4.17076/55 Tirunelveli Collector's Office,
Dated:- 4-10-55

24026

From
Sri R.V.Ranah, I.A.S.,
Collector,
Tirunelveli

To
The Deputy Secretary to Government,
Public(RDP) Department Fort St.George,
Madras.

Sir,

Sub:- Establishment - Collector's Office - Additional staff - Local Development Community Project and National Extension Service works - Employment instructions - Requested.

Ref:- G.O.Ms.3545 Public (RDP) dated 16-8-55.

pp203-207 (H) 3545

In para 1 of the G.O. cited the Government have sanctioned two additional Upper Division Clerks for each Collector's office for National Extension Service, Community Project and Local Development works prior to on after the issue of G.O.Ms.2308 Public(RDP) dated 25-11-54 and whose retention has been sanctioned from time to time will also be counted towards the additional staff now sanctioned.

RDP VI
RDP III 40
7/7/55

2. In this district the following staff was sanctioned for the Collector's Office before the issue of the G.O.Ms.2308 Public (RDP) dated 25-11-54 for the purpose mentioned against each.

| Staff sanctioned | G.O.in which sanctioned | Purpose for which sanctioned |
|---|---|---|
| | (Y) | |
| i) One Upper Division Clerk | G.O.Ms.392 Public (RDP) dt 11-2-55 | National Extension Service |
| ii) -do- | G.O.Ms.651 Public (RDP) dt. 29-4-55. | To cope with the increased work under Local Dev., N.E.S. and C.P (referred to in para 2 of G.O.Ms. 3545 Public(RDP) dated 16-8-55) |

NO 24026 /Sub RDP/55-1
2x IV

p54 (M)

3545 ~ pp203-207 (H)

If these clerks are to be counted against the staff now sanctioned, no additional staff is to be employed in this office. I request to be informed whether this is really the intention of the Government or whether I have to set off only one Upper Division Clerk (item ii) mentioned ~~done~~ above) against the staff now sanctioned and appoint one more Upper Division Clerk. I request early orders.

For Collector.

GC/5-10.

5/10/55

Board of Revenue (CP):

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Subject.

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RCOR DEV ROP... - Community Project and Nation Extension Service - Establishment - Additional staff - for the Collectors and subordinate offices - Proposals submitted.

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Ref...No. ...P.VII-3.30067-55-1

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Station: Madras. Dated: 1.10.1955.

From

Sri M.V. Subramaniam, I.A.S., Commr. of Land Revenue and Development.

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Sri A. Somasundaram, B.A., Additional Secretary, Board of Revenue.

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Read: G.O.M.S.No.540, Public dated 10.8.1955.
Collector of South Kanara, Ref...M1.20406-55 dated 11.9.1955.
-do- Tiruvallur, A5.17420-55 dated 10.9.55.
-do- North Arcot, Ref...A5.10551-55 dated 11.9.1955.
-do- Salem, Roc.12120/55-A1 dated 1...9.55.

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Reference:

The Board submits to Government a copy of the South Kanara Collector's letter cited together with its enclosures and recommends in the circumstances explained by the Collector the Upper Division Clerks sanctioned in G.O.M.S.No.392, Public dated 21.4.1955 may be continued till 29.2.1956 or till the necessity ceases whichever is earlier besides the additional staff sanctioned in the G.O. first cited. The Board also recommends that an additional Lower Division Clerk and a typist may be sanctioned for the Land Co... section in the South Kanara Collector's office from the date of appointment till ...3.1956 or till the necessity ceases whichever is earlier.

2. The Board invites the attention of the Government to the Salem Collector's letter ... reference last cited (copy enclosed) and requests to be informed whether the presumption express in it is correct.

3. xx xx

4. xx xx

xx

S. Mani 3.10.55

for Additional Secretary

To:

The Additional Secretary to Government, Public (...) Department, Madras-9 with encls - paras 1 - 2 only.
The Collector of North Arcot - para 3 only.
The Collector of Tiruvallur - para 4 only. The Board copy to the Collector of South Kanara and (...) Salem - paras 1 and only).

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In duplicate.
Development Urgent.
Ref:M1.20505/55(2)

S.A.Collector's Office,Mangalore.
Dated. 8-9-55.

From
Sri M.G.Raja Ram,I.A.S.
Collector of South Kanara,
Mangalore.

To
The Additional Secretary to Government
Public(RDP) Department Fort St.
George, Madras.9.

Through: The Secretary to the Commissioner
of Food Production,
Board of Revenue(FP) Chepauk,
Madras.5.

Sir,

COMMUNITY DEVELOPMENT - Local Development Works, Community Projects and N.E.S.Additional Staff for Collector's Offices District and Sub-Treasuries -Further report for staff in the Collector's Office-Submitted --

Ref:G.O.Ms.No.2545 Public(RDP) Department dated 16-8-55.-

pp203-207 4 (H)

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In paragraph 1 of the G.O. cited, two additional posts of U.D.Cs have been sanctioned for the Collector's Office,subject to the condition that where clerical staff has been sanctioned in the Collector's Office for N.E.S., C.P. and L.D.Works prior to or after the issue of G.O.Ms.No.2308, Public (RDP) dated 25-11-1954, and whose retention has been sanctioned from time to time, such staff will be counted towards the additional staff now sanctioned. In this district, no staff was sanctioned for the Collector's Office either before or after the issue of G.O.Ms.No.2308 Public(RDP) Dated 25-11-1954 for C.P., N.E.S., and L.D.Works jointly, as sanction for administrative staff for Community Development was for the first time accorded only in G.O Ms.No.2308 Public(RDP) dated 25-11-1954. But one post of U.D.C. exclusively for work connected with N.E.S. has been in existence in this Office even before the issue of G.O.Ms.No.2308 Public(RDP) dated 25-11-54. This post which was sanctioned in G.O.Ms.No.1128 Agriculture dated 17-7-54 has been continued for a period upto 29-2-56 in G.O.Ms.No.392 Public (RDP) dated 11-2-55. It would therefore appear that this post may have to be counted towards the two additional posts sanctioned for this office now. If this be the case, the present sanction will not be sufficient to cope with the work in this Office in connection with Community Development Programme. The statistics of papers received in each sent in the Development Section for the last 6 months from 1-3-55 to

31-7-55 are enclosed in Statement No.I. It is evidenced by these figures that there is considerably heavy work in three of the seats, requiring three more additional clerks for the Section, according to the standard of 10 currents per day per clerk, as shown below:-

| Designation of the Clerk. | Total receipts during the period from 1-2-55 to 31-7-55 | Average no. of papers received per day | No. of additional Clerks required. |
|---|---|---|---|
| M1 | 3103 | 21 | 1 |
| M2 | 3429 | 23 | 1 |
| M6 | 3150 | 21 | 1 |

The work in the remaining seats is also heavy, though the statistics of currents do not reach an average of 20 per day which is required for justifying two clerks in each seat, according to the standard of 10 current per day per clerk.

Apart from the statistical aspect, there is a marked increase of work in the Development Section, mainly due to the following reasons:-

a) The local Development works programme of 1955-56 is much heavier than in the previous year, as the allotment expected to be spent this year is Rs.ten lakhs as against Rs.1,20,000/- in 1954-55.

b) The upgrading of the Sullia N.E.S.Block into a Community Development Block and the sanction of an additional N.E.S.Block for Nileshwar area have caused a considerable increase of work.

c) The work connected with the Second Five Year Plan is voluminous. In view of the above facts at least two U.D.Cs are essential for my office in addition to the existing staff for work connected with the Community Development Programme as already recommended in this Office Ref:M1.10234/55.dated 21-4-55 As sanction for the appointment of one additional U.D.C. already exists in the orders issued in para 1 of the G.O. cited, I am appointing one U.D.C. immediately. I request that the Government

13

A | may be pleased to permit me to appoint one more U.D.C. also in this Office by relaxing the restriction in para 1 of the G.O. " that the existing staff should be counted towards the additional staff".

2/- The work in the Fair Copy Section of my Office has further increased since the submission of the proposals for additional staff in this Office Ref:Ml. 10234/55 on account of Development Schemes and works. The statistics of typing work done are enclosed in Statement No.II. As there is real and urgent need for an additional staff of 1 typist and 1 L.D.C. for comparing work in the Fair copy Section,

B | I request that the Government may be pleased to sanction the appointment of 1 Typist and 1 L.D.C. applied for in para 5 of this Office Ref:Ml. 10234/55 dated 21-4-55, at an early date.

Yours faithfully,

9--9--55.
For Collector, S.K.

nja.8.9

STATEMENT NO.I

NUMBER OF PAPERS RECEIVED FOR DISPOSAL IN THE DEVELOPMENT BRANCH FROM FEBRUARY TO JULY 1955.

| Clerk No. and letter | February 1955 | | | | March 1955 | | | | April 1955 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | New cases | Replies | Unnumbered cases | Total | New cases | Replies | Unnumbered cases | Total | New cases | Replies | unnumbered cases | To |
| M1(U.D.C) | 138 | 320 | 100 | 558 | 128 | 310 | 95 | 553 | 90 | 270 | 90 | 45 |
| M2(U.D.C.) | 136 | 430 | 90 | 656 | 177 | 300 | 120 | 597 | 181 | 300 | 120 | 59 |
| 3(U.D.C.) | 97 | 508 | 80 | 485 | 121 | 230 | 110 | 461 | 99 | 200 | 90 | 3 |
| 4(U.D.C.) | 77 | 420 | 40 | 537 | 47 | 250 | 50 | 347 | 55 | 400 | 50 | 5 |
| 5(L.D.C.) | 103 | 400 | -- | 503 | 95 | 18 | -- | 113 | 53 | 9 | -- | 4 |
| 6(L.D.C. | 74 | 335 | 25 | 434 | 68 | 400 | 18 | 486 | 54 | 270 | 28 | 3 |
| | 625 | 2213 | 335 | 3175 | 636 | 1508 | 393 | 2537 | 502 | 1449 | 378 | 23 |

South Kanara Collector's Office,
Mangalore, dated 8----9----1955.

ar/9-8

15

| May 1955 | | | | June 1955 | | | | July 1955 | | | | Total receipt during the period from 1.2.55 to 31.7.55. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New cases | Replies | Unnumbered cases | Total | New cases | Replies | Unnumbered cases | Total | New cases | Replies | Unnumbered cases | Total | |
| 101 | 300 | 100 | 501 | 102 | 300 | 100 | 502 | 124 | 325 | 108 | 559 | 5103 |
| 158 | 260 | 100 | 518 | 156 | 260 | 100 | 516 | 161 | 280 | 110 | 551 | 5429 |
| 59 | 100 | 70 | 229 | 100 | 210 | 110 | 420 | 112 | 210 | 120 | 442 | 2426 |
| 44 | 275 | 50 | 369 | 103 | 550 | 50 | 703 | 78 | 300 | 40 | 418 | 2879 |
| 104 | 47 | 2 | 153 | 63 | 21 | -- | 84 | 91 | 22 | -- | 113 | 1008 |
| 70 | 340 | 27 | 457 | 38 | 620 | 30 | 748 | 83 | 580 | 30 | 693 | 3150 |
| 536 | 1322 | 349 | 2207 | 622 | 1961 | 390 | 2973 | 649 | 1717 | 410 | 2776 | 15995 |

Bills

8-9-55

For Collector.

STATEMENT NO.II.

Statement showing the number of drafts received number of papers typed etc. per day.

| | No.of drafts received. | No.of pages typed. |
|---|---|---|
| 2.7.55. | 561 | 300 |
| 14.7.55. | 410 | 200 |
| 16.7.55 | 471 | 250 |
| 22.7.55 | 413 | 250 |
| 25.7.55 | 451 | 300 |
| 27.7.55 | 420 | 285 |
| 29.7.55 | 515 | 295 |
| 1.8.55 | 365 | 300 |
| Total | 3806 | 2310 |
| Average per day | 79 | 48 |

| | |
|---|---|
| No.of typists required at the rate of one for 25 pages per day. | 11 |
| No.of typist existing at present | 6 |
| No.of additional typist applied for | 1 |

S.K.Collector's Office, Mangalore, dated 8.9.55.

8- 9.55.
For Collector.

KV/8..

19

From

Sri S.L.Balakrishna Pillai I.A.S.,
Collector of North Arcot,
Vellore.

To

The Secretary to the Commissioner of Land Revenue and Development, Board of Revenue, (L.A.) Madras.

H5-10531/55 Dated: 11-9-55.

Sub: Community Development Scheme - National Extension Service, Community Projects and Local Development Works - Addl. staff in the collector's office- sanctioned - further instructions - requested.

Ref: 1. G.O.Ms.No.2545, Public (RDP) dt.16-8-55.
2. Govt. Lr. No. No.10293 RDP A1/55-1 dt.3-9-55.

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On a reference made to Government in this office Rc. H1.2542/55 dt.25-8-55 for according sanction for the employment of one Upper Division Clerk to work in the Collector's office, North Arcot, the Government in their reference second cited above, copy marked to the Board of Revenue Madras have drawn the attention of the Collector, to Government Order first cited above and informed that only such staff as is absolutely necessary within the scale indicated therein should be employed. In G.O.Ms.No.2545, Public RDP dt.16-8-55 sanction has been accorded, for the employment of two additional Upper Division Clerks, for each of the Collector's office, for a period of 3 months from the date of appointment, for work connected with National Extension service, Community Projects and Local Development Works, subject to the condition that in the Districts where clerical staff has been sanctioned in the Collector's offices for N.E.S., Community Projects and Local Development works prior to or after the issue of G.O.Ms.2308, Public (RDP) dt.25-11-54 such staff will be connected towards the additional staff now sanctioned.

2. The following staff is now working in my office for work connected with National Extension Service, Community Projects and Local Development Works:---

| Post | G.O. in which sanctioned. | Date on which action ... |
|---|---|---|
| One U.D.C. (Y) | G.O.No.392, Public (...) dt.11-2-55 | 25-7-55. |
| Two U.D.C.s (F) | G.O.No.2310 Public (...) dt.25-11-54. | 31-3-55. |
| One U.D.C. | G.O.No.1177 Public (...) dt.5-4-55. | 31-7-55. (... for.) |

The Upper Division Clerk sanctioned in G.O.No.392, Public, ...P. dt.11-2-55 is attending to work connected with Natio... Extension Service and Community Projects.

(Y) (1) 3. In as much as G.O.No.392 Public (...) dt.11-2-55 has not been read in G.O.No.254... dt.16-...-55, I presume that the staff sanctioned in the ... G.O. need not be counted while apportioning the two Upper Division clerks sanctioned in the latter. I request to be informed whether my presumption is correct.

1911

sv. 11-9. For Collector.

Copy submitted to the Dy. Secretary to Govt. ... (...) F.D.G, Madras.

Copy to ... with a copy of Govt. Memo No.10393-... :11/55 -1 dated 3-9-55.

1917 (4)

Copy of letter No. Roc.12120/55 B1 dated 13.9.1955 from the Collector of Salem, to the Secretary to Government, Public (RDP) Department, Madras-9, through the Board of Revenue.

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Community Development - Local Development Works - Community Projects - and National Extension Service - additional staff for Collector's office - Salem.

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Ref: G.O.Ms.No.2545, Public (RDP) Department, dated 16.8.1955.

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pp 203-207 q (H)

In G.O.Ms.No.2545, Public (RDP) dated 16.8.1955 employment of two additional Upper Division Clerks were sanctioned for the Collector's Office for 3 months for the work connected with National Extension Service, Community Projects and Local Development Works subject to the condition that in the Districts where clerical staff has been sanctioned in the Collector's Offices for National Extension Service, Community Project and Local Development Works prior to or after issue of G.O.Ms.No.2308 Public (RDP) dated 25.11.1954 and whose retention has been sanctioned from time to time such staff will be continued towards the additional staff now sanctioned.

(E)

(F) In G.O.Ms.No.2308, Public (RDP) dated 25.11.1954 employment of one Deputy Tahsildar as Section Head and two Upper Division Clerks besides one typist and one peon was sanctioned till 28.2.1955 further continuance of the above staff was sanctioned till 29.2.56 in G.O.Ms.No.1177, Public (RDP) dated 5.4.1955prior to the issue of G.O.2308, Public (RDP) Department dated 25.11.1954 employment of one Upper Division Clerk was sanctioned in G.O.No.1616, Agriculture dated 14.5.1954 for the work connected with the Local Development Works. The period of sanction of this clerk expired on 24.11.54. Further continuance of this Upper Division Clerk, was not sanctioned (vide G.O.Ms.No.1177 dated 5.4.1955). Hence only the 2 Upper Division Clerks sanctioned in G.O.Ms.No.2308 dated 25.1.54 alone were employed and they are now continuing.

(F)

(Y) I invite the attention of the Government to G.O.Ms.No.392 Public (RDP) dated 11.2.1955 in which the employment of one lower division clerk for this office was sanctioned upto 29.2.1956 for the work connected with the National Extension Service Scheme. This Lower Division Clerk's post is in existence ever since the Rural Welfare Scheme was introduced in 1946 subsequently converted as National Extension Service. Sanction for the continuance of the Lower division clerk is being ordered year after year. If this Lower Division Clerk's post is taken into account as the staff sanctioned prior to or after the issue of G.O.No.2308, Public (RDP) dated 25.11.1954, only one additional Upper Division Clerk out of the two upper division clerks sanctioned in G.O.Ms.No.2545, Public (RDP) dated 16.8.55 has to be employed now. But as the sanction of the Lower Division Clerk's post exists upto 29.2.1956 I presume that the additional two Upper Division Clerks sanctioned in G.O.Ms.No.2545, Public (RDP) dated 16.8.1955 is in addition to the Lower Division Clerk's post sanctioned in G.O.Ms.No.392 Public (RDP) dated 11.2.1955. In this office Roc.No.42516-54- 1 dated 22.4.1955 I applied for 2 Upper Division Clerks for Collector's -Office in addition to the existing staff including the Lower Division Clerk. As the matter is not free from doubt, I have now appointed only one upper division clerk out of the 2 additional Upper Division Clerks sanctioned in the G.O. cited deferring the -appointment of another upper division clerk till orders of the Government are received confirming my presumption. I request urgent orders whether my presumption is correct.

(F)

p 203-207 q (H)

p 203-207 q (H)

Rb (RDP) III 23

Memo no 12095 (RDP) III/55-1 d 12/11/55

Issue
orn
14/11

Sub: Secy. Cd. — Addl. Staff in the Colrs offices — Sanctioning

Ref: 1. From the Bd of Rev no 6632 — F.P. VII — C/55-12 dt 3.9.55 pp 1-3 y

2. From the Colr of Tirunelveli no D4. 17076/55 d 4.10.55 p 5 y

3. From the Bd of Rev. F.P. VII — C 37067-55-1 d. 4.10.55 pp 7-17 y

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The Board of Rev is informed that the posts of H.D.Cs sanctioned in Gomsno 392 Pub (RDP) d. 11.2.55 for the office of the Collector of the Nilgiris (Y) and in Goms 651 Pub (RDP) d. 29.4.55 for the office of the Collector of Tiruvannamalai (M) p 5 y should be counted towards the additional staff sanctioned in Go. Ms no 2545 Pub (RDP) d. 16.8.55.

CENTRAL DESPATCH BRANCH L.F.

pp 203 - 207 y (H)

8/11 orn

2. With regard to para 4 of the Bd's reference cited, the Third additional staff for the office of the Collector of South Arcot is allowed to be limited to memo no. 18001 RDP III 1T-1 dated 8.11.55. —→

To
The Bd of Rev (FP)
Madras

The Colr of Tirunelveli
Copy to all the Colrs except the Colrs of Madras.

" South Canara;

" the Nilgiris.

2. The Board of Rev. is informed the its proposals for the sanction of 2 Addl. Staff for the office of the Collector of S. Kanara

Submitted with the request
that said goods be shipped
as required by above order
which will be refused as
early as possible.

" " "

25

53266

Ref: D.A. 17076/55 Tirunelveli Collector's Office, D/23-11-55

From

Sri R.V. Raman, I.A.S.,
Collector, Tirunelveli

To

The Deputy Secretary to Government,
Public(R.D.P.) Department, Fort. St. George
Madras.

26 NOV 1955

Sir,

Sub: COMMUNITY DEVELOPMENT PROGRAMME - Employment of additional clerks- in Collector's Office, orders requested.

p 23 and Ref: Government Memo. No. 12095(R.D.P. III)/55-1 dated 12-11-55

I presume that the Upper Division Clerk sanctioned for Tirunelveli District in Para 1(i) of G.O. No. 392 Public( R.D.P.) Department dated 11-2-55 need not be counted against the two clerks sanctioned in G.O. No. 2545 Public (R..P.)Department dated 16-2-55. I request to be informed whether my presumption is correct.

pp 203-207 y

For Collector

PSG/24.11.

24/11/55

Pub(RDP) III

Memo no 12095 Pub(RDP) III/55-3d. 19/12

Sub: Sch. CD — Addl staff in the Collr's office, Tirunelveli - Sanction

Ref: Memo no 12095 Pub(RDP) III/55-1 d 12/11/55

2) from the Collr of Tirunelveli D4. 17076/55 d. 23/11/55

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The ~~presumption~~ Collr of Tirunelveli is informed that the post of one UDC sanctioned for his office in Memo no 392 Pub(RDP) d. 11.2.55 should be counted towards the additional staff sanctioned in Memo no 2545 Pub(RDP) d. 16.8.55.

p23 y

p25 y

pp 203-207 y (H)

The Collr of Tirunelveli

10/12

13/12

16/12/55

18/12/55

P.T.O.

's Initials.

Public (RDP-III) Department.

ABSTRACT:

ESTABLISHMENT -C.B. -South Kanara District -Office of the Collr. of S.Kanara -Additional staff -Sanctioned.

Read again: G.O.Ms.392, Public (RDP) dated 11.2.1955.
G.O.Ms.No. 2545, Pub.(RDP) d/16.8.1955.

Read also: From the Bd. of Rev. No.F.P.VII-C 37067/55-1 dated 1.10.1955.

***

G.O.MS.NO. 4026 D/ 20-12-1955.

Sanction is accorded to the employment of one addl. Upper Division Clerk in the Office of the Collr. of S.Kanara on the usual scale of pay and allowances for a period of 3 months from the date of employment or till the necessity therefor ceases whichever is earlier to cope with the increase of work connected with the C.P., N.E.S., and L.D.Works.

2. The expenditure should be debited to "25.G.A.-Dist Admn.-S.General Establishment."

3. The Collr. of S.Kanara is requested to furnish through the Bd. of Rev. details regarding the number of typists and clerks working in his office in the fair-copying section, the monthly average number of pages (double foolscap size) typed by each of the typists during the last six months to enable the Govt. to examine his proposal for sanctioning one addl. typist and one addl. L.D.C. for his Office. also is required

4. The Collr. of S.Kanara should furnish details of the ministerial staff working in each of the sections in his office and monthwar number of currents received in the different sections of his Office during the period from 1.1.55 onwards, when sending proposals for further continuance, if necessary, of the post of U.D.C. sanctioned in para 1 above.

16/12/55

12/12/55

To
The Bd. of Rev.(F.P.), Madras-5.
The Collr. of S.Kanara.
The A.G., thro' Fin.(2 copies).
Copy to Accts. Section.
Copy to Fin. Dept.

S/F. s/c.

095/55

Public (RDP) III Department.

Sub: Establishment -C.D. -Addl. staff in Collrs' Offices -Sanction of.

Ref: From the Bd. of Rev. No.6632-FP-VII-C/55-12 dated 3.10.1955.
— From the Collr. of Tirunelveli No.D.4.17076/55 dated 4.10.1955.
— From the Bd. of Rev. FP.VII-C 37067/55-1 dated 1.10.1955.

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In G.O.Ms.No.2545, Pub.(RDP) d/16.8.55 sanction was accorded to the employment of one U.D.C. in the Office of the Collr. of the Nilgiris for NES, CP and L.D.Works subject to the condition that the clerical staff already sanctioned in that office for the N.E.S., C.P. and L.D.Works prior to or after the issue of G.O.Ms.No.2308, Pub.(RDP) d/25.11.1954 and whose retention has been sanctioned from time to time, will be counted towards the additional staff now sanctioned.

2. In G.O.Ms.No.392, Pub.(RDP) d/11.2.55, sanction already accorded to the employment of one U.D.C. in the Collr.' Office in the Nilgiris Dist. for N.E.S. work for the period upto 29.2.56. The Collr. of the Nilgiris has enquired whether this U.D.C. is to be counted against the one sanctioned in G.O.Ms.No 2545, Pub.(RDP) d/16.8.55. The Bd. of Rev. has informed the Collr. that he may appoint one addl. U.D.C. and intimate the fact to the Govt. But the intention is to count the U.D.C. referred to at 'X' above also against the addl. staff sanctione in G.O.Ms.No.2545, Pub;(RDP) d/16.8.55. The Bd. may be informed accordingly.

3. In G.O.Ms.No.392, Pub.(RDP) d/11.2.55, sanction was accorded to the employment of one U.D.C. in the Collrs' Offices of Tirunelveli and Salem for N.E.S.work. In Tirunelveli Dist. one more post of U.D.C. was sanctioned in G.O.Ms.No.651, Pub. (RDP) d/29.4.55 to cope with increase of work under the C.P., N.E.S. and L.D.Works. The Collrs. of Tirunelveli and Salem have enquired whether these posts are to be counted against the additional staff sanctioned in G.O.Ms.No.2545, Pub.(RDP) dated 16.8.55. They may be informed that the posts of U.D.Cs should referred to at 'Z' above/be counted towards the addl. staff now

12095/55

Sanctioned. A draft memo is put up for approval.

~~Sd~~ ... With reference to paragraph 1 of Bds' letter on p. 7 of ~~8/11/55~~, ~~the~~ it is submitted that the Board of Revenue has been asked to submit proposals for the continuance of the existing staff and for sanction of additional staff if ~~any~~ required. No action is called for here.

~~Sd~~

8/11/55

11/11/55

M The collector has submitted detailed proposals for the retention of the staff sanctioned in connection with the Food Campaign. The Board may approve the proposals contained in the draft memo at page 23/N.

P.K. Known to the Minister. Memo referred to above.

12/11/55

Issued as memo no 12095 Pub(RDP) III/55-1 dt. 12/11/55

p 23/N

Orders at M above.

The Collector's proposals are examined below:—

In G.O.Ms.No.2545, Public (RDP) d/16.8.55 sanction was accorded to the employment of 2 additional U.D.Clerks in the Collr.'s Office, S.Kanara Dist. subject to the condition that the clerical staff sanctioned in that Office for C.P., N.E.S. and L.D.Works prior to or after issue of G.O.Ms.No.2308 Pub.(RDP) dated 23.11.1954 and whose retention has been

p 203-7 (E)

(F)

sanctioned from time to time should be counted towards the additional staff now sanctioned. The post of one U.D.C. had already been sanctioned in G.O.Ms.No.392, Pub.(RDP) d/11.2.55. This post would be counted towards the 2 addl. U.D.Clerks now sanctioned. The Collr. is therefore entitled for appointing only one addl. U.D.C. and he is appointing one U.D.C. in this post.

2. The Collr. of S.Kanara has stated that the present sanction will not be sufficient to cope with the work in the Collr.'s Office. He has furnished statistics of papers received in each of the 3 seats in the Devt. section for six months from 1.2.55 to 31.7.55. It is seen that there is heavy work in these seats, requiring 3 more additional U.D.Clerks according to the standard of 10 currents per day per clerk. The Collr. has reported that the work in the other seats is also heavy. The reasons for the marked increase in the work in the devt. section are as follows:-

(i) The L.D.works programme of 1955-56 is much heavier than in previous year as the allotment expected to be spent is Rs. 10 lakhs as against 1,20,000 in 1954-55.

(ii) The upgrading of Sullia Block into that of C.D. Block and sanction of an addl. N.E.S. Block.

(iii) the work connected with the Second Five Year Plan is voluminous.

In the above circumstances the Collr. of S.Kanara has requested that he may be permitted to appoint one more U.D.C. The Bd. of Rev. has recommended the proposal of the Collr. The post of one U.D.C. may therefore be sanctioned.

The Collr. has also requested that one addl. typist and one L.D.C. may be sanctioned for the fair copy section. It is seen from the statistics furnished by the Collr. on p.17 C.F. that he has selected 8 days at random in the month of July, 1955 for calculating the average number of pages typed by each typist. This does not seem to be the correct procedure. The Collr. may be asked to furnish the total number of pages typed for 3 months and to calculate the average number of pages.

p.t.o.

Subject to orders, a draft order is put up. Finance may see for acceptance.

17/11/55

Finance (E-1) Dept.

The case relates to the employment of an addl. u.d.clerk in the Office of the ~~Sxxxx~~ Collector of South Kanara for attending to the increase of work connected with the C.P., N.E.S. and L.D. work. The extra cost involved works out to Rs 1,670/- p.a. recurring.

2. In G.O.Ms.No.2545 Public (RDP) dt.16-8-1955 the Government sanctioned the employment of 2 addl. u.d.clerks for each of the Collector's Offices (excluding the Collector's Office, Nilgiris) for work connected with the N.E.S., C.P. and L.D. works subject to the condition that in the districts where clerical staff have already been sanctioned for the above work prior to or after the issue of G.O.Ms.No.2308 Public (RDP) dt. 25-11-54 such staff will be counted towards the addl. staff mentioned above. According to these orders the Collector's Office, Managalore can have only one addl. u.d.c. as 1 u.d.c. has already been sanctioned for this work in this district. The Collector of South Kanara has now proposed that an addl. u.d.clerk is absolutely necessary to deal with

Pub(RDP) III
12095/55-2

DEPUTY SECRETARY TO GOVERNMENT
18 NOV 1955
FINANCE DEPARTMENT

the increase of work connected with N.E.S. etc. The proposal of the Collector amounts to allowing him 3 u.d.cs as against 2 u.d.clerks sanctioned in the G.O. at (H).

In support of the proposal the Collector has furnished statistics of the number of currents dealt with in the Development Branch of his office during the period from February to July 1955.

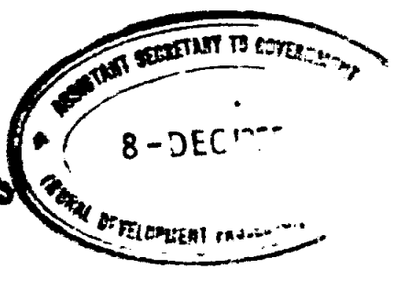
3. It may be mentioned in this connection that it is not usual to examine the need for addl. staff with reference to the volume of work in any particular section. Generally proposals for addl. staff will have to be examined with reference to the volume of work in all the sections of the Collector's Office as a whole. Further, the Collector has furnished statistics for the period from February to July 1955. Normally there will be rush of work in Government offices during these period especially as the financial year ends by March and the correspondence is likely to be on the increase just prior to and afterwards. It will not, therefore, be safe to assess the need for the addl. staff on the basis of these statistics. Having regard to these factors there is no strong justification to sanction the addl. clerk asked for by the Collector. However, for the reasons stated at Cont II/A as the work is stated to be in heavy arrears, this department may perhaps agree to the employment of an addl. u.d.clerk for a period of 3 months as a special case. (The extra cost involved will be Rs 400/- roughly.) Meanwhile, Public (RDP) may be requested to obtain the following information:-

i) monthwar number of currents received in the different sections of the Collector's Office for the period from 1-1-1955 to 30-11-55; and

ii) the details of the ministerial staff working in each of the sections during the above period.

(6) p36

4. As regards the employment of one addl. typist and one ~~xxx~~ l.d.clerk proposed by the Collector, Public (RDP) propose to call for statistics regarding the total number of pages typed for 3 months. While calling for the information, Public (RDP) may also be requested to obtain information regarding the number of ~~pages~~ typists and clerks working in the fair copying section, the monthly average number of pages (foolscap double-size) typed by each of the typist during the last six months.

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6/12

Pub (RDP)
Tele (K...)

Fin D.O. 100219-E1/55
6.12.55

From the Coll of Tirunelveli
No D4. 17076/55 d. 23.11.55 p 25 ;

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~~the~~ notes of Fin above and p 25 of may be perused.

~~a) the Para 3 of the draft order~~

2) w.r.t. the notes of the Fin. Deptt. a revised draft order is put up for approval.

3) Attention is invited to the notes in para 3 on p. ante and orders thereon. A draft memo to the Coll of Tirunelveli w.r.t. his letter on p 25 of ~~typist~~ is put up for approval.

10/12/55

16/12/55

17/12